

**U.S. DEPARTMENT OF ENERGY  
NATIONAL NUCLEAR SECURITY ADMINISTRATION  
NEVADA OPERATIONS OFFICE**

**NOTICE**

**NV N 232.XA**

Approved: 02-26-02

Expires: 02-26-03

## **EVENT NOTIFICATIONS**

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**INITIATED BY:  
National Security Support Division**

## EVENT NOTIFICATIONS

NV N 232.XA

2-26-02

1

1. OBJECTIVE. Implements a new “Heads Up” notification process to ensure that the appropriate National Nuclear Security Administration Nevada Operations Office (NNSA/NV) senior managers are appropriately informed of events including: incidents, occurrences, and emergencies in a timely manner.
2. SCOPE. This notification process is limited to an initial “Heads Up” brief description of an event by a participant or observer made to the NNSA/NV Emergency Operations Center (EOC). A follow-up conference call is required for those notified individuals that desire additional information. Any further actions are only required under existing Directives, specifically DOE M 232.1-1, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION MANUAL, for unusual and off-normal occurrences, and existing criteria in DOE N 471.3, REPORTING INCIDENTS OF SECURITY CONCERN, for security incidents.
3. CANCELLATION. NV N 232.X, INCIDENT NOTIFICATION, dated 9-12-01.
4. APPLICABILITY.
  - a. The provisions of this NNSA/NV Notice apply to NNSA/NV organizational elements.
  - b. Contractor, national laboratories, other federal agencies, and other user organizations requirements are contained in the Contractor Requirements Document (CRD), Attachment 1. Compliance with the CRD is required to the extent set forth in an NNSA/NV contract or other agreements, i.e., NNSA/NV Authorization Agreements, Activity Agreements, etc.
5. REQUIREMENTS.
  - a. A verbal “Heads Up” notification of key NNSA/NV personnel is required for an event based upon:
    - (1) Defined criteria included in this Notice for incidents,
    - (2) Existing criteria in DOE M 232.1-1, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION MANUAL, for unusual and off-normal occurrences, or

## EVENT NOTIFICATIONS

NV N 232.XA

2-26-02

2

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- (3) Existing criteria in DOE N 471.3, REPORTING INCIDENTS OF SECURITY CONCERN, for security incidents.
  - b. If a verbal "Heads Up" notification is required:
    - (1) An NNSA/NV individual knowledgeable of the event will make a verbal notification to the EOC at (702) 295-1381 within 2 hours of identifying the event.
    - (2) The EOC will record initial notification information regarding the event.
  - c. The individual reporting the event will be asked by the EOC to subsequently call into a conference call number at a specific time; the call number and time will be provided by the EOC.
  - d. The EOC will contact the Deputy Emergency Manager for a determination of the key personnel to notify.
  - e. The EOC will contact the identified key personnel to inform them of the initial notification information and offer a conference call at a specified time with the individual reporting the event.
  - f. Any further formal notifications or reporting will only be required as specified in other U.S. Department of Energy NNSA Directives.
6. RESPONSIBILITIES. The Director, Emergency Management Division, ensures the NNSA/NV Emergency Operations Procedures implement the requirements of this Directive.
7. REFERENCES.
- a. DOE M 232.1-1, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION MANUAL.
  - b. DOE N 471.3, REPORTING INCIDENTS OF SECURITY CONCERN, for security incidents.

## EVENT NOTIFICATIONS

NV N 232.XA

2-26-02

3 (and 4)

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8. CONTACT. Questions concerning this Directive should be directed to the Director, National Security Support Division, at (702) 295-2381.



Kathleen A. Carlson  
Manager

## EVENT NOTIFICATIONS

NV N 232.XA  
2-26-02

Attachment 1  
Page 1

### CONTRACT REQUIREMENTS DOCUMENT

#### 1. REQUIREMENTS.

- a. The determination on whether a verbal "Heads Up" notification is warranted is based upon:
  - (1) Defined criteria included in this Notice for incidents,
  - (2) Existing criteria in DOE M 232.1-1, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION MANUAL, for unusual and off-normal occurrences, and
  - (3) Existing criteria in DOE N 471.3, REPORTING INCIDENTS OF SECURITY CONCERN, for security incidents.
- b. If a "Heads Up" notification is warranted, the involved organization will make a verbal notification to the National Nuclear Security Administration Nevada Operations Office (NNSA/NV) Emergency Operations Center (EOC) at (702) 295-1381 within 2 hours of identifying the event. The individual reporting the event will be asked to subsequently call into a conference call number provided by the EOC.
- c. The NNSA/NV EOC will make appropriate notifications based upon defined criteria and Key Personnel identified for each criterion.
- d. This "Heads Up" incident notification process will not preclude immediate reporting and response actions for fire, emergency medical, security, or other incidents requiring immediate mitigation actions.
- e. This "Heads Up" incident notification process will not require any further verbal/written reporting, or "close-out" actions beyond what is currently required by DOE M 232.1-1, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION MANUAL, and DOE N 471.3, REPORTING INCIDENTS OF SECURITY CONCERN.
- f. The following incident notification criteria will be implemented with this Notice and subsequently added to NV O 232.1, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION. The basis for criteria

## EVENT NOTIFICATIONS

is DOE M 232.1-1A, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION MANUAL, dated 7-21-97, **Section 9.3, “Categorization of Occurrences by Group.”** The off-normal criteria is reviewed and lower level “Incident” criteria proposed where appropriate. Where “none” is indicated, it was concluded that the existing off-normal thresholds were low enough.

### 2. GROUP 1--FACILITY CONDITION.

#### B. Fires/Explosions.

- Incident. Any unplanned fires or unplanned detonation of explosive materials.

#### D. Loss of Control of Radioactive Material/Spread of Radioactive Contamination.

- Incident. Detection of radioactive contamination outside a contamination controlled area that exceed Title 10 Code of Federal Regulations, Part 835, Appendix D, values (excluding legacy contamination).

#### H. Operations.

- Incident. Any operations found to be outside the Real Estate/Operations Permit Authorization Basis.

### 3. GROUP 2--ENVIRONMENTAL.

#### A. Radionuclide Release.

- Incident. Any inadvertent release of radioactive materials that result in excess of three times the natural background for the radioactive material released.

#### B. Release of Hazardous Substances/Regulated Pollutants/Oil.

- Incident. Spill or inadvertent release that requires suspension of work activities in order to contain and clean up the released substance.

## EVENT NOTIFICATIONS

NV N 232.XA  
2-26-02

Attachment 1  
Page 3

### 4. GROUP 3--PERSONNEL SAFETY.

#### A. Occupational Illness/Injury.

- Incident.
  - Treatment that results in lost work time beyond the day of treatment.
  - Any illness/injury that requires evacuation by ambulance or air.
  - Any illness/injury that is drug or alcohol related.

#### B. Vehicular Incident.

- Incident. Any vehicle incident that results in any injury which requires immediate treatment by a physician.

### 5. GROUP 4--PERSONNEL RADIOLOGICAL PROTECTION.

#### A. Radiation Exposure.

- Incident. Any unplanned/unexpected measurable exposure that exceeds the *NV/YMNP RadCon Manual* administrative levels or as low as reasonably achievable goals.

#### B. Personnel Contamination.

- Incident. Personnel contaminations that results in the collection of a special bioassay sample(s).

### 6. GROUP 8--FACILITY STATUS.

#### A. Facility/Process/Activity Unscheduled Shutdown.

- Incident
  - Any shut down of a facility/process/activity due to operational safety concerns.

## EVENT NOTIFICATIONS

Attachment 1  
Page 4

NV N 232.XA  
2-26-02

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- Unscheduled power outages of permanent power systems for fixed facilities that cause operational safety concerns.

### 7. GROUP 10--CROSS-CATEGORY ITEMS.

#### C. Potential Concerns/Issues.

- Incident.
  - Any occurrence or event that may not initially meet the criteria of this Notice, but may result in a concern by the affected state, tribal, local officials, press, or general population, or could damage the credibility of the department or may result in inquiries to NNSA/NV or NNSA Headquarters.
  - Any violation of the Nevada Test Site air space.